



WIENER WISSENSCHAFTS-,
FORSCHUNGS- UND TECHNOLOGIEFONDS

Guide for Writing a Full Proposal

**Information and Communication Technology Call
2019**

February 2019

Vienna Science and Technology Fund (WWTF)
Schlickgasse 3/12
1090 Vienna, Austria
T: +43 (0) 1 4023143-0
<https://www.wwtf.at>

Contact:
Michael Strassnig (michael.strassnig@wwtf.at),
Donia Lasinger (donia.lasinger@wwtf.at)

About WWTF

The Vienna Science and Technology Fund (WWTF) is the only larger Austrian private non-profit organization established to promote science and research. WWTF started its funding activities in 2003. According to its statutes, WWTF aims to fund excellent scientific research(ers) following the highest international standards in order to promote Vienna as a city of science and research.

WWTF provides substantial funding for larger multi-annual research projects at home institutions located in Vienna (“Project Funding”), as well as striving to attract excellent young researchers from abroad to Vienna (“Vienna Research Groups for Young Investigators”). WWTF runs calls resulting in a strong competition for funding.

Currently, WWTF runs the following thematic programmes: “Life Sciences” (*2003), “Mathematics *and ...*” (*2004), “Information and Communication Technology” (*2008), and “Cognitive Sciences” (*2011) and “Environmental Systems Research (pilot). The financial resources of WWTF originate from the “*Privatstiftung zur Verwaltung von Anteilsrechten*” from which WWTF receives about seven to nine million € annually.

In addition, WWTF runs the following funding programmes for the City of Vienna: The “University Infrastructure Programme” (*2006), “Social Sciences and Humanities in Vienna” (*2008 until 2013), “Vienna Research Groups for Young Investigators” (*2010) with a total annual funding volume of about three million €.

While the thematic funding programmes are established in close coordination with Viennese RTD policy and initiatives, the review and selection process lies strictly in the hands of international scientists not employed in Austria. For each call, an appropriate international expert jury is established. Additionally, for each proposal written peer reviews are obtained internationally. During a meeting in Vienna the juries formulate a funding recommendation based on the reviews and on their own expertise. This recommendation is then formally accepted by the WWTF Board of Directors.

The governing body is the WWTF Board of Directors. It is complemented by the WWTF Advisory Board composed of Viennese scientists and representatives from the areas of economics, society and politics. WWTF office manages all funding activities and is the contact point for all applicants and funded persons.

Important Issues

For **universities**, WWTF projects are treated according to §27 of the “Universitätsgesetz 2002”. Therefore, authorized signatures from the university / research institution acting as home institution are mandatory for submission. In case of funding, the home institution will be the formal contract partner for WWTF with the principal investigator taking full scientific and financial responsibility.

WWTF funding may be used for all project-related costs; however, the main focus should be on funding scientific personnel. Everybody employed in a WWTF-funded project should get a fair contract with at least a *minimum wage* according to the “Kollektivvertrag” (collective agreement) of the Austrian Universities or for non-university research institutions in case a “Kollektivvertrag” exists or – for staff employed at non-university institutions with no “Kollektivvertrag” – according to the standards of the Austrian Science Fund (FWF) standards available online at <https://www.fwf.ac.at/de/forschungsfoerderung/personalkostensaetze/>. A *maximum total employment* is set at 100%. The personnel categories are:

- **Senior Personnel:** highly qualified scientists, usually already in permanent employment
- **Post Doc:** or equivalent qualification, including Senior Postdocs
- **PhD Student:** or equivalent qualification
- **Diploma Student:** Bachelor or Master students
- **Office/Technician:** office staff or technical staff (proportional funding only)

The funding by WWTF under this scheme is not intended to cover investment in general infrastructure, however pro rata depreciation rates for the project duration are fundable for **equipment** necessary for the project. WWTF funding also covers **consumables** (consumables and small devices up to 1,500 € each), **travelling costs** (incurred for attending project related scientific events and invitations), **publication costs** (including costs for patent filing and open access publication), **workshops / conferences** (costs incurred by own scientific events), and **other project related costs**. However, non-personnel cost must be balanced, as WWTF focuses on funding people.

WWTF pays a **maximum of 20% overhead**. Overhead (“indirect costs”) is calculated as 20% of the direct costs of the project. The total funding volume is calculated as direct + indirect costs. A separate project account / SAP number for bookkeeping is necessary for each project and the direct costs must be reported to WWTF. The overhead is paid as a flat rate with no strings attached. Kindly stick to the overhead regulations of the involved institutions.

Compliance with the rules for good scientific practice including the appreciation of ethical aspects in research is mandatory even at the proposal stage.

Please also consider WWTF’s open access policy.¹

¹ See http://wwtf.at/upload/WWTF_Open_Access_Policy_EN.pdf

Funding Criteria

This WWTF call aims to support teams of scientists that researchers who want to conduct a multi-annual (2-4 years) scientific project in the field of Information and Communication Technology and its application in other fields.

The key selection criterion for this call is **scientific quality**, i.e., both the applicants and the submitted project must be scientifically outstanding. WWTF provides funding for scientific research projects which should

- be characterized by a well-defined scientific research programme addressing clearly identified, promising, medium-term research questions with specified hypotheses and a catalogue of sound methods to address these questions,
- aim to answer current fundamental scientific research questions in the field of Information and Communication Technology and its application in different fields (e.g. health, energy, industry, transportation, finance, society),
- address research questions in either Information Technologies, Communication Technologies or both,
- have a proposing team of researchers with solid scientific track records according to their academic age,
- include a clear statement on the perspective medium-term economic and/or societal benefits.

Young and female scientists are especially encouraged to apply and to act as Principal Investigators.

Key evaluation criteria for both jury and reviewers are:

- Scientific Quality and Innovation in terms of research questions relevant to the ICT field
- Methods and feasibility
- Mid- to long-term application perspective, however no instant economic pay-off
- Composition and quality of the research team based on scientific track record and past experiences

Evaluation Process

In this call a **two-stage submission process** is used. Full proposals have to be submitted upon invitation by **May 16, 2019, 2pm. Attention: the system will close automatically at two 2pm!**

Evaluation procedure in detail:

1. Formal eligibility check by WWTF: Initially the proposals will be screened for formal eligibility by the WWTF office based on the following criteria:

- Principal Investigator is affiliated to a Viennese research institution |
- Duly submitted (system closes automatically at the deadline, afterwards submission is not possible)
- All required signatures are obtained
- Completeness of the uploaded PDF that includes the text for the “Research Project”
- No major deviations in content between short proposal and full proposal.
- All necessary parts filled in not more than two key roles in different proposals

Proposals that do not meet the key requirements outlined will not be sent for further evaluation to the jury.

2. Evaluation of full proposals: The evaluation of full proposals is carried out through a combination of remote assessment by international peers and panels of international experts that convene in Vienna. At least **two jury members** are assigned to each proposal which at first undergoes **written peer review** by at least three international reviewers. The content of the full proposal must be consistent with the short proposal.

3. Jury meeting in Vienna in October 2019: This is the most significant step in the assessment. There will be a comprehensive evaluation of all proposals on basis of written peer reviews and the jury’s own expertise resulting in a recommendation “to be funded” or “not to be funded” for each proposal.

4. Formal funding decision (confirmation of jury recommendation) by WWTF Board of Directors.

Applicants that have submitted a full proposal will receive anonymized full text reviews and a summary of the jury discussion after the formal funding decision.

How to use WWTF's Online Submission System

1. Go to <https://funding.wwtf.at> <https://funding.wwtf.at>
2. **Log in**, choose the call and your short proposal
3. **Full proposal**: Fill in requested information in *online forms* and *upload requested files* (in PDF format). You can save the current status of your proposal at any time and access the system multiple times and edit provided information!
4. **Submit proposal**: The submit button becomes active only after all requested information has been filled in and uploaded (signalled by a green check mark next to the chapter title); Please be aware that after submission no changes are possible anymore!

Note: The submission system closes at 2 pm on the day of the deadline (May 16, 2019). The full proposal has a size limit of maximum 5 MB.

Required Structure of a WWTF Full Proposal

Applications to WWTF undergo an assessment by international scientists, thus all proposals must be written in **English**. Please write precisely and to the point but go into enough detail to allow an evaluation by international peers!

The information for the full proposal consists of a part that is written “offline” with a word processors as well as information that need to be added directly in the online submission system.

Note that the title of research project, keywords and the key applicants (PI, Co-PI, and core team members) cannot be changed anymore in the online system.

I. Project Summary

- **Basic information** of the project such as the title is already filled-out. Information is transferred from the short proposal. *The project duration can be changed, however major deviations from the short proposal must be thoroughly justified.*
- **Original project summary**: transferred from the short proposal. Can be edited. This information is – in the full proposal phase – in particular for the external peer reviewers as we will approach them first with the English abstract only to see if their expertise fits the topic of the proposal.
- **General description** in German language is mandatory and will be used by WWTF for public relations work (such as WWTF webpage) in case of funding but will not be visible in the final electronic proposal and print-out (for jury and peer reviewers). We ask you to use a public style abstract and not simply translate the scientific abstract into German.

- **Suggested peers** (for peer review): Applicants *must* suggest five international peers from a field of competence that enables them to review the proposal. No previous publication activity or research cooperation with the suggested reviewer should be evident. Please provide up to five keywords or phrases that describe the reviewers' fields of competence to enable a balanced set of reviewers to be chosen. WWTF might or might not approach reviewers from this list.
- **Excluded peers** (for peer review) (optional, max. 3): Applicants may exclude up to three peers from reviewing your proposal without indicating any reasons. The names will be stored in the WWTF database and will not be visible in the electronic proposal and print-out. Please note that we will review internationally only, thus, no reviewer with an Austrian affiliation or with very close links to Austrian research will receive the proposal. Also, you are only allowed to exclude specific persons not institutions as a whole.

II. Research Project (max. 15 pages, PDF upload) (template is provided)

Page numbers below are indications about the expected length of each part, however, we allow for some flexibility between subchapters if this serves the more precise presentation of the project. However, please note that the omission of particular parts may result in a negative evaluation.

1. **Introduction** (about 3 pages)
 - a. Subject of the research
 - b. Explanation of relevance of the project with regard to the scope of the WWTF ICT Call 2019
 - c. State of the art and key scientific challenges (including own scientific work / past and currently running projects relevant to the proposed project)
2. **Research questions and objectives** (about 2 pages)
 - a. Research questions and hypotheses
 - b. Objectives of the project
3. **Innovativeness and expected results** (about 2.5 pages)
 - a. Innovativeness of the proposed research
 - b. Expected results and relevance
4. **Methodological approach** (about 4 pages)
 - a. Research methods
 - b. Research plan (including Gantt chart)
 - c. Feasibility and risk mitigation
5. **Interdisciplinarity and mid-term relevance for applications** (about 1 page)
 - a. (Interdisciplinary aspects of the project, if applicable)

- b. Potential mid-term relevance for applications and possible societal/economic benefits

6. **Collaboration of project members** (about 1 page)

- a. Organisation of the collaboration in the project including supervision of students
- b. Project management

7. **Key references** (about 1.5 pages): Please focus in the most relevant literature. Every citation must have a reference. Every reference must refer to a citation in the text. Use a reference style common in your field. Highlight (e.g. in bold face) a maximum of ten key publications representing the state of the art in the respective research area(s).

For this part, you can use the word-processing software of your choice but we kindly ask you to use a **common font type such as Arial and a font size of 11pt. Line spacing should be between 1.3 and 1.5.** Generate a PDF for upload.

Please do **not add any header or footer** (such as page numbers, proposal number, title of proposal) in the word processing file since this information will be added automatically upon upload of the PDF.

You **may include figures, tables**, etc. to improve the scientific presentation. Please note that the size limit for the overall proposal is 5 MB, thus, think of the appropriate resolution/file size of the figures.

The length of the offline part of the **full proposal must not exceed 15 pages** maximum. Please note that the system refuses upload if this number is exceeded. The online system provides a template with the main headings for download. Please use the headings, however, you are free to change layout (font type etc.). Please take care that the document is readable when printed out on a b/w printer.

Keep in mind that the **full proposal is an extension of the short proposal** you have already submitted. Thus, substantial changes of in the project (main direction, research idea) may impact the evaluation of the project by the jury.

Upload the finished “Research Project” part as PDF.

Online form

- Confirmation if an **approval of an ethics committee / institutional review board** is required or not. If yes, confirm that necessary permits will be obtained and uploaded to the system.

III. Project Team

Principal Investigator and Core Team Members

Persons and their roles filled into the system for the short proposals (PI, Co-PI, core team members) cannot be changed or deleted.

Please add details for “Role and responsibilities within the project” and “Specific competencies for the project”

There is the *option* to update the individual CV files, e.g. either to include recent developments. Please note, that the overall framework for the CV remains the same with regard to the short proposal phase (two page limit) (please use the template for the CV).

Adding additional persons to the project team (requirement for budget tables)

Please add “Partner Institution” first in case that the new person is at an institution previously not listed in the proposal.

Then add “Additional person”

This is relevant to calculate the project budget.

Additional person 1 

	Title: *	First/given name(s): *	Last name/surname: *
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Year of birth: *	Highest academic title:	Date of doctorate: (dd.mm.yyyy)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Institution: *	<input type="text"/>		
Staff category *	-- please select --		

 add Additional person

Staff categories: “Senior personnel”, “Post-Doc”, “PhD student”, “Diploma student”, “Office, technician”

- **Gender Management Policy:** Please describe how your project deals with gender equality issues during job announcements, recruitment of staff and working environment.
- **Plans for Human Resources Development:** Please describe how your project contributes to human resources development of the team members (e.g., providing opportunities for research, staff exchange, teaching and mentoring).

IV. Project Budget

- **Planning of personnel costs (Table 1)** which includes the names and staff category of all persons listed in part „3. Project Team“ is automatically filled. Please first choose the funding source (WWTF, in-kind, WWTF & in-kind) and then add the aver-

age yearly time commitment for each project year. In-kind contributions have no salary information. This information is for the jury and the reviewers to see what the time commitment of senior personnel will be. Finally, for those persons where WWTF funding is requested, fill in the salary corresponding to a 100% employment in the first project year. The total funding applied for each person will then automatically be calculated including a 3% annual salary increase. At the end of Table 1 you will see the total personnel costs applied for from WWTF. Please note to include the full work costs (both the employer and employee share) in the annual salary costs.

- **Planning of non-personnel costs (Table 2,** project related costs for equipment, consumables, travelling, publications, organization of workshops/ conferences/ ..., and other costs) shall include a concise description of costs per cost category/ institution as well as the funding applied for.
- **Total funding applied for per institution (Table 3)** details the direct costs that will be automatically filled in using the information provided in tables 1 and 2. Kindly add the overhead percentage (i.e., indirect costs) per involved institution as a numeric value between 0.0 (no overheads claimed) and 20 (20% overheads claimed). *Please inform yourself about the overhead policy at your institution!* Finally, Table 3 will give you an overview on the total funding applied for from WWTF per involved institution. Note: Minimum funding volume is 200,000 €, the upper limit is 800.000 €. *There should not be any significant changes in the budget in comparison to the short proposal. Exceptions are ok but need an explanation.*
- **Explanation of Cost Planning** (max. 3.000 characters): WWTF provides substantial funding for scientific projects covering all project related direct costs plus a maximum of 20% overhead (i.e., „indirect costs“). Thus WWTF requires an explanation of your cost planning principles and a detailed planning of personnel costs (which should comprise the major part of the project related costs) as well as planning of project related costs for equipment, consumables, travelling, publications, organization of workshops/ conferences/ ... and other project related costs. Costs are calculated in **thousands of Euro (=k€) (with two decimal places)**, e.g. 305.61 k Euro = 305.610 Euro.
- Last but not least you must **disclose other applications for funding** of the same project: Is this project (or parts of it) already subject to ongoing requests for funding?

V. Affirmations and Authorization

WWTF requires the Principal Investigator and Core Team Members to sign a print-out of the affirmation form (same as in the short proposal phase). **Please note that a hard-copy of the proposal is not required. The online information and the uploaded files are sufficient.**

Please read the text for the “affirmations” carefully!

In Case of Funding

The **Formal Funding Contract** will be made between WWTF and the Home Institution of the Principal Investigator (for universities according to §27 of the University Law 2002), the PI has full scientific and financial responsibility. Projects may start immediately but should **not start later than 6 months** after the formal funding decision has been made. During the project duration WWTF pays funding rates half a year in advance to the PI's Home Institution. The PI is then responsible for distribution to the partner institutions (if applicable).

WWTF monitoring during the runtime of projects includes annual online reports delivered by the PI to WWTF with an overview on the scientific results achieved, personnel employment and funding spent as well as project outputs. WWTF office also makes site-visits to learn about the project progress and working environment of the personnel employed. WWTF offers the possibility to adopt the work plan according to project needs.

After the project has ended a comprehensive final report must be submitted online. WWTF may organize an **ex-post evaluation** by international peers („Evaluation Workshop“) for all projects funded within a specific call.